

EQUAL OPPORTUNITY OFFICER

NATURE OF WORK

This is responsible administrative and professional work in the investigation and resolution of alleged discrimination on the basis of race, color, religion, sex, disability, national origin, age, marital status, or receipt of public assistance.

An employee in this class will receive and process complaints of alleged discrimination filed by any employee or applicant for employment with the City; monitor Affirmative Action Programs of all contractors, vendors, or suppliers doing business with the City; and serve as Secretary to the Commission on Human Rights coordinating projects and activities of the Commission. The Equal Opportunity Officer is responsible to an administrative superior in areas of compliance with Charter and Code provisions of the City and its Affirmative Action Program provides assistance to the Commission on Human Rights in areas under its jurisdiction. Supervision may be exercised over a staff of professional, technical and clerical personnel working in the various areas concerning Equal Opportunity.

EXAMPLES OF WORK PERFORMED

Receives and processes alleged discrimination complaints from City employees or applicants for employment with the City; meets with aggrieved parties to negotiate and conciliate resolutions of complaints.

Reviews, recommends changes, and approves the Affirmative Action Plans of contractors, vendors, and suppliers submitting bids to the City; monitors Affirmative Action Plans of contractors, vendors, and suppliers.

Compiles annual reports for the Mayor and Human Rights Commission on the status and accomplishments of the Affirmative Action program, and recommends change.

Provides assistance in implementing policies and activities generated by the Human Rights Commission.

Supervises, trains and directs the work of professional, technical, and clerical subordinates engaged in work relating to Equal Opportunity; trains and advises city employees, agencies, public employees and the general public about Equal Employment Opportunity Commission regulations and Affirmative Action Program guidelines.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of federal, state, and local laws and ordinances pertaining to equal opportunity; considerable knowledge of the various federal, state, and local guidelines for the interpretation of such laws and ordinances.

Considerable knowledge of the structure and functions of city government and other governmental agencies doing work in this area.

Ability to work well with all types of people and under a variety of circumstances; ability to negotiate

and conciliate complaints of alleged discrimination.

Ability to analyze affirmative action plans as submitted; ability to write reports.

Ability to supervise a staff of professional, technical, and clerical subordinates.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in sociology, psychology, human relations, public or business administration, law, political science or related field and considerable experience in the equal opportunity and civil rights.

MINIMUM QUALIFICATION

Graduation from an accredited four-year college or university with major course work in public or business administration, or related field, plus experience of a responsible nature in municipal operations and administration, civil rights, or a comparable field; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Personnel Director

Revised 4/94

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